



# 1205

## On-Call Consultant Services Selection RFQ Web Advertisement

ADV. No.: OC-DCS-MEP-0028-0033

**State of Connecticut**  
**Department of Construction Services**  
 Division of Design & Construction  
 Office of Process Management  
 165 Capitol Avenue  
 Hartford, CT 06106

**Consultant Services Selection**  
**Request for Qualifications (RFQ)**  
**Web Advertisement**

|                                 |   |                                |                           |
|---------------------------------|---|--------------------------------|---------------------------|
| <b>Adv. No.:</b>                | <b>OC-DCS-MEP-0028-0033</b>   | <b>Web Advertisement Date:</b> | <b>Wed, Feb. 15, 2012</b> |
| <b>Selection Type:</b>          | <b>On-Call Services</b>   |                                |                           |
| <b>General Statement:</b>       | In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Construction Services, Division of Design & Construction, Office of Process Management advertises for Requests for Qualifications for the Major Capital Project Consultant Services as specified below.   |                                |                           |
| <b>Consultant Services:</b>     | <b>Mechanical, Electrical &amp; Plumbing Engineering Consultant Services (MEP)</b>  |                                |                           |
| <b>Contract Number:</b>         | <b>OC-DCS-MEP-0028-0033</b>   |                                |                           |
| <b>Contract/Project Title:</b>  | On-Call MEP Engineering Consultant  |                                |                           |
| <b>Project Location(s):</b>     | Various Locations Statewide   |                                |                           |
| <b>Total Contract Amount:</b>   | <b>\$500,000.</b>   |                                |                           |
| <b>User Agency Name:</b>        | Department of Construction Services (DCS)   |                                |                           |
| <b>Project Delivery Method:</b> | <input checked="" type="checkbox"/> <b>Design/Bid/Build</b> <input type="checkbox"/> Design/Build <input type="checkbox"/> Study or Master Plan   |                                |                           |
| <b>Project Description:</b>     | <p>The Department of Construction Services (DCS) On-Call Contracts are a contract for a specific type of MEP Engineering consultant service with a maximum fee and supplemented by Task Letter to define the specific assignment scope, fee, and contract time duration.</p> <ul style="list-style-type: none"> <li>• MEP Engineering (On-Call) Contracts shall provide rapid response General MEP Engineering Services to the Department of Construction Services for Infrastructure Work required by the CT DCS for Work under its direction or for Work under the direction of other CT State Agencies.</li> <li>• Selected Firms shall provide services for Work required for specific tasks as a Prime Consultant or as a sub-consultant for other CT DCS Prime Consultants or for Work required for specific tasks directly for CT DCS.</li> <li>• The professional services performed under tasks for these Contracts are for full-service engineering firms with experience in all types of building projects. In addition to the full services required for these contracts, prospective firms should emphasize any particular expertise or specialty services that might make their firm unique or desirable.</li> <li>• Firms providing professional services performed under tasks for these Contracts shall demonstrate substantial working knowledge of requirements of all applicable Connecticut State Statutes, the Connecticut Life Safety Code, and the Connecticut Building Code.</li> </ul> <p><b><i>MEP Engineering (On-Call) Contracts have a maximum fee limitation for all tasks performed under the Contract, of \$500,000. Each Contract is for a period of two years from date of contract signing.</i></b></p> |                                |                           |



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### Affirmation of Receipt of State Ethics Laws Summary of Electronic Filing Requirements:

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, the following must be adhered to:

#### 1. Electronic Uploading Requirements for Affidavits/Certifications

The State of Connecticut has revised its affidavit/certification procedures. Each selected firm is required to open a BizNet account on the DAS website ([www.das.state.ct.us](http://www.das.state.ct.us)) and then upload certain affidavits/certifications.

**Instructions for opening a BizNet account** can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW\* BizNet Connection".

**Instructions for uploading the affidavits/certifications** can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives". Follow the instructions in the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".

The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on "State Procurement Marketplace", then click on the "BizNet" link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.

#### 2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"

When the Department of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the "**Guide to the Code of Ethics For Current or Potential State Contractors**" that is available for **electronic download** from the website of the Office of State Ethics (OSE). **Questions concerning the "Guide to the Code of Ethics For Current or Potential State Contractors" can be directed to the OSE at 860-263-2400.**

CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must **electronically upload** an "**Affirmation of Receipt of State Ethics Laws Summary**" affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. Instructions on how to electronically upload an "**Affirmation of Receipt of State Ethics Laws Summary**" can be accessed as noted above. **Questions concerning the electronic filing of the "Affirmation of Receipt of State Ethics Laws Summary" can be directed to DAS Procurement Services at (860) 713-5095.**

**NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.**

#### 3. Additional Affidavits & Certifications Requirements:

At the time a Firm is notified of its "Conditional Selection" by CT DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DAS Legal Services



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|---|---|--|----------------------|
| <b>Qualifications Based Selection (QBS):</b>          | <p>This Qualification Based Selection (QBS) process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. The Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of this selection the following are the rating point weights for the screening criteria categories:</p>   |  |                      |
|   | <b>Criteria Number</b>  | <b>Architect / Engineer Screening Criteria Categories</b>                    | <b>Rating Points</b> |
|   | 1   | Past Performance Record  | 20                   |
|   | 2   | Experience with Work of Similar Size and Scope as Required for this Contract | 35                   |
|   | 3   | Organizational / Team Structure  | 30                   |
|   | 4   | Partnering Experience  | 15                   |
|   | <b>Points per Interview Panel Member Points</b>   |  | <b>100</b>           |
|   | <p><b>Note:</b><br/>The QBS Selection for this Project shall be conducted in accordance with requirements stated in the <b>Selection &amp; Bidding Manual</b>:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link;</li> <li>3. Click on the <b>Selection &amp; Bidding Manual</b> link.</li> <li>4. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the <b>Capital Project Selection &amp; Contract Limitation Guidelines (1221)</b> link.</li> </ol> |  |                      |
| <b>QBS Email Registration:</b>                        | <p>To access the <b>QBS Email Registration</b> for this Project:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a>;</li> <li>2. At the top of the CT DCS Home Page click on the <b>Forms</b> link.</li> <li>3. Click on the <b>QBS Email Registration (1225)</b> link.</li> </ol>  |  |                      |
| <b>QBS Submittal Booklet Requirements:</b>            | <p>To access the <b>QBS Submittal Booklet Requirements</b> for this Project:</p> <ol style="list-style-type: none"> <li>1. Go to the CT DCS Website: <a href="http://www.ct.gov/dcs">www.ct.gov/dcs</a></li> <li>2. At the top of the CT DCS Home Page click on the <b>Publications</b> link.</li> <li>3. Click on the <b>QBS Submittal Booklet Requirements (1230)</b> link.</li> </ol>  |  |                      |
| <b>Qualification Submittal Deadline and Location:</b> | <p>Deadline for the receipt of the QBS Submittal Booklets is:<br/><b>3 p.m. Tuesday, March 6, 2012</b></p> <p>State Office Building<br/>Department of Construction Services<br/>Division of Design &amp; Construction<br/>Office of Process Management - Room 261<br/>165 Capitol Avenue<br/>Hartford, Connecticut 06106</p> <p><b>IMPORTANT NOTE:</b><br/>Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>  |  |                      |



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|----------------------|--|-----------|---|
| <b>RFQ Contacts:</b> | <p><i>For General QBS Requirements:</i></p> <p><b>CT DCS Office of Process Management:</b><br/>Randy Daigle, PM, Selection Unit Supervisor.<br/>Office of Process Management<br/>Room 261<br/>165 Capitol Avenue<br/>Hartford, Connecticut 06106<br/><b>Email:</b> <a href="mailto:randy.daigle@ct.gov">randy.daigle@ct.gov</a></p>  | <b>OR</b> | <p><i>For this Consultant Services Contract:</i></p> <p><b>CT DCS Office of Process Management:</b><br/>Rose Mitchell, Selections Secretary<br/>Office of Process Management<br/>Room 261<br/>165 Capitol Avenue<br/>Hartford, Connecticut 06106<br/><b>Email:</b> <a href="mailto:rose.mitchell@ct.gov">rose.mitchell@ct.gov</a></p> |
|                      | <p><b><u>IMPORTANT NOTE:</u></b><br/>Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p> <p><b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p> |           |   |

**END**  
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